

Contract Name: **MS Enrollment for Education Solutions**

Solicitation Number: **5400003580**

Contract Period: **12/31/2012 to 12/30/2017**

[Terms and Conditions](#)

**ITMO Procurement Manager:**

**Sarah Hancock**

**803-896-0022**

[shancock@mmo.sc.gov](mailto:shancock@mmo.sc.gov)

Last Updated: 06/05/2017

Effective September 1, 2013, any Purchase Order addressed to the SAM will not be processed.

Please adjust your Purchase Orders and business forms/processes accordingly.

[Click here for instructions how to place orders for Microsoft EES Software](#)

**For questions regarding your Microsoft Agreement, or the options that may be available to you, please contact the appropriate SHI representative listed below directly:**

**Point of Contact:**

**Onsite Sales Support:**

Higher Education

Orlinda Rose

Fort Mill, SC

Phone 770-906-1711

[Orlinda\\_Rose@shi.com](mailto:Orlinda_Rose@shi.com)

K-12

Willie Ivery

Atlanta, GA

Phone (404) 729-0281

[Willie\\_Ivery@shi.com](mailto:Willie_Ivery@shi.com)

**Inside Sales Team - Quotes, Orders, Tracking:**

Southeast Team

Office 800-715-3197

Fax 732-868-6055

Email [Southeastteam@shi.com](mailto:Southeastteam@shi.com)

**Escalation Contact:**

Michael Bench

Office 352-597-2880

Email [michael\\_bench@shi.com](mailto:michael_bench@shi.com)

**Send Payments To:**

SHI

290 Davidson Ave

Somerset, NJ 08873

**Contract #:** 4400006148

**FEIN:** 22-3009648

**Contract Pricing:** [EES Pricing](#)

[Contract Award](#) – Details pricing discount

**MS EES Enrollment Form – Fill out information on Page 1 and sign in the 2<sup>nd</sup> signature block on page 2.  
MS Supplemental Contact Form**

**Please provide the contact information for your primary licensing contact on each Purchase Order.**

Please choose the individual to whom the Microsoft Licensing Confirmations should be sent. This simple procedure should allow you to fully catalog your Microsoft licenses and may simplify tracking of lost or missing orders.

\*The Primary Licensing Contact Information requested is as follows:

Primary Contact Person  
Primary Contact Person E-mail Address  
Primary Contact Person Phone Number

\*The primary licensing contact should be a single point of contact per department or agency.

Please adjust your Purchase Orders and business forms/processes accordingly.

**How to Place Purchase Orders for Microsoft Enrollment for Education Solutions (EES)  
Formerly the Campus and School Agreement**

To place purchase orders for your Microsoft EES needs, please use the following steps:

**Step 1**

Visit the State's Procurement website for pricing. If you need assistance, contact SHI for a quote (if needed).

**Step 2**

Complete your Purchase Order—ensuring that the PO is addressed to SHI.

**ALL USERS**

1. You **MUST** make sure that your PO matches the Quote 100%.
2. The amount of taxes on your PO should match what is referenced on the quote. Electronic Delivered items are Tax Exempt.
3. Electronic Delivery items should include a note that states "Electronic Delivery Only". This is a requirement on all orders that include downloaded software – NOT MEDIA.
4. Include your Quote Number on all PO's you send.
5. Include a "Ship to" address even if nothing ships with the order.
6. If you own more than one (1) Microsoft EES Enrollment, please reference on the PO the EES enrollment number that you want the PO to be related to.

**If you fail to follow these instructions Purchase Orders will be returned for correction or the tax indicated on the PO will be applied to the order and any request for reimbursement of paid taxes will need to be handled through the Department of Revenue.**

**Step 3**

Send the purchase order via email to SHI:

- Email the PO to: [southeastteam@shi.com](mailto:southeastteam@shi.com).

**Important:** Any purchase orders addressed to NewVenue Technologies will not be processed.

**Step 4**

Software will be provided and invoiced to agencies directly from SHI.

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